Downloaded from <https://www.velvetjobs.com/job-descriptions/specialist-content>

# Example of Specialist, Content Job Description

Our innovative and growing company is hiring for a specialist, content. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for specialist, content

* Implements fixes and/or solutions to resolve reported metadata issues
* Communicates status and resolution information on all cases to clients via CRM software
* Identifies and escalates more complex metadata quality issues internally for resolution
* Provides assistance as needed on large data projects
* Strategize a content plan under the direction of the content manager and merchandise priorities and marketing promotions
* Creates written and interactive marketing campaign materials including but not limited to customer stories, email communications, web content, infographics and white papers
* Monitor delivery channels and content ingestion processes and troubleshoot content gathering and delivery problems
* Auditing documents using the in-house authoring tool
* Proof-reading and reviewing material and documents
* Troubleshooting problems and resolving discrepancies

## Qualifications for specialist, content

* Knowledge of FCC polices and procedures, regulations, knowledge of the constant changing environment
* 3-5 years communications, marketing or PR experience
* Excellence in project execution
* Graphic design skills and HTML knowledge a plus
* Curate our catalog of assets and champion a superior customer experience
* You are never satisfied with the status quo